



## REGIONAL SERVICES CENTER OVERVIEW

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Located in Budapest, Hungary, the USAID Regional Services Center provides legal, contracting, financial management, and administrative services for nine active programs in Southeastern Europe (Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus Kosovo, Macedonia, Romania, and Serbia and Montenegro). The RSC is a major services hub for USAID, with the second largest number of financial transactions processed and management responsibility of the largest number of awards worldwide outside of USAID headquarters in Washington, D.C. The RSC also manages a portfolio of 10 regional activities that support U.S. foreign

assistance goals in Eastern Europe and Eurasia: peace, stability, integration into Europe, and transition to market-oriented democracies.

- The **Office of the Regional Director** has overall responsibility for the planning, direction, and management of all RSC operations. The office manages the regional training program, which provides an average of 19 in-house and regional subject-area training courses for client missions per year (including financial, administrative, information management, legal, ethics, and contracting courses).
- The **Regional Legal Advisor** provides guidance on a range of legal services to nine USAID Missions in the region, as well as USAID offices in Podgorica, Brussels, Frankfurt, and Geneva.
- The **Regional Contracting Office** provides the full range of acquisition and assistance support to client Missions and is responsible for each phase of the procurement process. The office manages approximately 250 awards totaling \$1.3 billion.
- The **Regional Financial Management Center** provides accounting, budgeting, payroll, payment, financial analysis and financial management services for client missions in Southeastern Europe, Cyprus, Germany, Belgium and Switzerland. It is responsible for an annual program budget of \$350 million and \$25 million in operating expense funds.
- The **Executive Office** provides administrative services and logistic support for program operations. It provides on-the-ground assistance for client Missions in the region, including close-out support to three Missions (Bulgaria, Croatia, Romania) and Missions moving to New Embassy Compounds.
- The **Regional Program Office** manages 10 regional projects active in 11 countries in Central and Southeastern Europe and Moldova. These activities support civil society strengthening, regional cooperation and reconciliation, local governance, and social services. For additional information on RSC programs, visit the USAID Bureau for Europe and Eurasia website at: [www.usaid.gov/locations/europe\\_eurasia/countries/rsc](http://www.usaid.gov/locations/europe_eurasia/countries/rsc).